

Television Specialist Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Television Specialist. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Television Specialist position.

The T&E Questionnaire is the sole component of the Television Specialist examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and/or disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

Please print and submit the completed T&E Questionnaire (pages 3, 4, and 5) along with your State Application as it is indicated on the examination bulletin.

If you have any questions regarding this questionnaire, please contact:

Examination and Recruitment Section
boeexams@boe.ca.gov

HOW TO COMPLETE A TRAINING & EXPERIENCE QUESTIONNAIRE

What is a Training and Experience Questionnaire?

A Training and Experience (T&E) Questionnaire is a way to measure the previous experience, training, and/or education a candidate has that is relevant to the job for which the exam is being conducted.

These questionnaires typically consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

This questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Suggested Rating Techniques

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- Read each statement carefully. In your response to each statement, you may refer to your Formal Education, Formal Training Courses, and/or Work Experience whether paid or volunteer.
- Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career.
- Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&E Questionnaires are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses are confirmed during the hiring interview.

SECTION I
WORK EXPERIENCE – TELEVISION SPECIALIST

LENGTH OF EXPERIENCE: For items 1 – 18, check the appropriate box that best describes your length of experience for each item. **There should be 1 check mark for each item.**

LEVEL OF EXPERIENCE:

Check the appropriate box that best describes your level of experience for each item. **There should be 1 check mark for each item.**

DEFINITION OF LEVELS

Extensive: *I possess an advanced level to the extent that I could effectively and independently perform the most difficult and complex attributes of this task.*

Moderate: *I possess an adequate level to the extent that I could effectively perform the attributes of this task with little or no training.*

Limited: *I possess some level of this area and may need some instruction and training to perform.*

None: *No experience performing this task and will need instruction.*

ITEMS:

		LENGTH OF EXPERIENCE					LEVEL OF EXPERIENCE			
		Performed up to 1 year	Performed over 1 year up to 2 years	Performed over 2 years up to 3 years	Performed over 3 years up to 4 years	Performed over 4 years	None	Limited	Moderate	Extensive
1.	Converting ideas and concepts into an effective combination of audio and visual on-screen communication.									
2.	Assuming leadership and providing creativity in the planning, writing, and directing of multimedia production.									
3.	Working effectively with people and situations requiring initiative, tact, and judgment.									
4.	Directing cast and crew during production of multimedia programs to obtain desired performance.									
5.	Directing the technical and artistic development of multimedia programs including the preparation of artwork, photos, animation, compositing, narration, dialogue, sound effects, and music as required in the production.									
6.	Operating a wide variety of cameras, audio equipment, lighting equipment, and grip equipment.									
7.	Setting up, configuring, and utilizing various types of audio and visual equipment.									
8.	Editing various media collected to creatively produce multimedia programs utilizing computer-based, non-linear video editing systems and software.									
9.	Editing digital video and audio segments utilizing Final Cut Pro and/or Adobe Premiere to produce finished television/multimedia products.									

Note: There should be a total of TWO check marks for each item. **ONE** check mark for “**LENGTH OF EXPERIENCE**” and **ONE** check mark for “**LEVEL OF EXPERIENCE**”.

SECTION I (CONTINUED)
WORK EXPERIENCE – TELEVISION SPECIALIST

LENGTH OF EXPERIENCE: For items 1 – 18, check the appropriate box that best describes your length of experience for each item. **There should be 1 check mark for each item.**

LEVEL OF EXPERIENCE:

Check the appropriate box that best describes your level of experience for each item. **There should be 1 check mark for each item.**

DEFINITION OF LEVELS

Extensive: *I possess an advanced level to the extent that I could effectively and independently perform the most difficult and complex attributes of this task.*

Moderate: *I possess an adequate level to the extent that I could effectively perform the attributes of this task with little or no training.*

Limited: *I possess some level of this area and may need some instruction and training to perform.*

None: *No experience performing this task and will need instruction.*

ITEMS:

		LENGTH OF EXPERIENCE					LEVEL OF EXPERIENCE			
		Performed up to 1 year	Performed over 1 year up to 2 years	Performed over 2 years up to 3 years	Performed over 3 years up to 4 years	Performed over 4 years	None	Limited	Moderate	Extensive
10.	Color correcting video elements to finalize multimedia programs utilizing computer color correcting editing software.									
11.	Mixing audio, music, and sound effects to finalize multimedia programs utilizing computer audio editing software.									
12.	Developing solutions to complex audio and visual communication problems.									
13.	Encoding media projects into a variety of formats for DVD distribution, online distribution, and web streaming utilizing multiple codecs.									
14.	Developing and delivering web-based media communications products utilizing web streaming, web broadcasting, and webinar techniques.									
15.	Streaming an event, conference, and/or press release via Internet utilizing various hardware and software tools.									
16.	Maintaining library of photos, videos, media discs, and other digital assets utilizing archival logging methods.									
17.	Maintaining editing workstation including all software application updates, storage, and devices.									
18.	Managing and tracking the status of multiple projects in various stages of production at the same time.									

Note: There should be a total of TWO check marks for each item. **ONE** check mark for “**LENGTH OF EXPERIENCE**” and **ONE** check mark for “**LEVEL OF EXPERIENCE**”.

SECTION II
KNOWLEDGE ASSESSMENT – TELEVISION SPECIALIST

		LEVEL OF KNOWLEDGE			
		No Knowledge	Basic Knowledge	Moderate Knowledge	Extensive Knowledge
<p>For items 19 – 32, rate your level of knowledge by checking the appropriate box that best describes your LEVEL OF KNOWLEDGE for each item.</p> <p>Definition of Levels:</p> <p>Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed the tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p>Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully.</p> <p>Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p>No Knowledge: I do not possess this knowledge.</p> <p>ITEMS:</p>					
19.	Knowledge of techniques of television/video and multimedia production.				
20.	Knowledge of videography and video/digital recording.				
21.	Knowledge of editing methods and equipment; basic electronic theory.				
22.	Knowledge of sound recording.				
23.	Knowledge of audio-visual principles and techniques.				
24.	Knowledge of script writing.				
25.	Knowledge of television/video staging and lighting.				
26.	Knowledge of television/video communication theory.				
27.	Knowledge of aspects of web-based media communications.				
28.	Knowledge of information technology required for television, multimedia, and web broadcasting.				
29.	Knowledge of still photography techniques for image acquisition for multimedia projects.				
30.	Knowledge of live audio-visual presentation techniques.				
31.	Knowledge of web broadcasting techniques.				
32.	Knowledge of screen and audio capture techniques for media acquisition.				

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE
FOR TELEVISION SPECIALIST

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